

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
August 28, 2009

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Vivian Branchick, President Irene Recendez, Vice President Nancy Miller, Secretary	Minor Anderson Thomas Berne, MD James Doughty, RN	Rosa Maria Hernandez Ernest Moreno Maria Torres Flores
<b>EXCUSED/ ABSENT:</b>	Elizabeth Jones, RN	<b>GUESTS:</b> Jeff Anderson, RN Maria Caballero, RN	Doris DeHart, RN Maryam Ibrahim, RN
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting to order. Members and guests introduced themselves.	Information	
<b>APPROVAL OF MINUTES</b>	Minutes of May 22, 2008	Approved as written. N. Miller will post on CONAH website.	N. Miller
<b>MINUTES FOLLOW-UP</b>	1. All follow-up actions are included on the agenda for this meeting.	1.	
<b>ANNOUNCEMENTS</b>	1. <u>Dean, School of Nursing</u> – Barbara Collier, RN, M.Ed was interviewed and selected as the Dean of the School of Nursing (SON). Her CV is included in the meeting materials. She has functioned as the Assistant Dean and Director since February 2006. She has been a SON instructor since 1981, a semester coordinator since 2003, and her areas of expertise are management and gerontology. She also has six years of experience as an Assistant Nursing Director in General Hospital Surgical Services. The BRN approved her as Program Director. 2. <u>Member Retirement</u> – E. Jones is retiring next month after over 40 years of County service. She has been the Health Care Facility representative to the Board since 1997. We thank her for the many hours of time and wise consult she has given in support of the College. 3. <u>Board Vacancies</u> – With E. Jones retirement, there will be two board vacancies: - Health Care Facilities - Department of Health Services (DHS)	1. Information  2. Information  3. Recommend replacements for Board vacancies	1. None  2. None  3. Members
<b>OLD BUSINESS</b>			
<b>ACCJC/WASC ACCREDITATION</b>	1. <u>Research and Planning</u> Background: ACCJC:WASC recommended that the College "Develop and implement a college wide plan that integrates all aspects of planning, evaluation, and resource allocation...[and is] driven by the college mission, vision, and values...[and] should guide the college in both long and short term decision making". - Planning – M. Ibrahim distributed and reviewed the Evaluation of the College Strategic Plan 2005 to 2010. The current plan was updated to include a status section, which includes an evaluation of each objective followed by a summary evaluation of each goal. She also reviewed the proposed revisions to the formatting for the 2010 to 2015 Strategic Plan. The current format for each goal is: Objective, Method of Assessment, Reporting Persons/Program and Status. The proposed format is: Objective, Strategies, Standard, Accountability, and Annual Progress. V. Branchick complimented the new format and remarked that it should readily demonstrate assessment and tracking of progress. - Research – M. Ibrahim reported on the follow-up from May meeting discussion of Class Climate surveys of student perceptions of Nursing Courses. The overall 2008-2009 Academic Year SON student rating for the survey item: "test questions were clearly written"	1. Information	1. None

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	<p>was 3.47, which is slightly below the threshold of 3.5 (scale 1-5). Only 3 of the 13 theory courses were consistently rated above threshold. Themes cited in student comments were related to lack of question clarity, inadequate amount of time allotted for testing, lengthy questions, and spelling errors. These findings were presented at the annual faculty Program Evaluation Workshop. Faculty reviewed and discussed accreditation recommendations, findings from the test grid analysis, and test construction guidelines as part of the Workshop activities. The faculty also conducted an inter-semester peer review of sample tests. Based on findings and recommendations from this exercise, faculty agreed that each semester will 1) review and revise all test questions, 2) enter all test questions into the Partest Software test data bank, 3) evaluate time allotted for test items, and 4) offer classes on test taking strategies.</p> <p>2. <u>Program Review</u> – M. Ibrahim distributed and reviewed the 2007-II RN Workforce Development Program (WPD) Student Cohort outcomes for attrition, attrition reasons, on time completion, and NCLEX pass rate as follow-up to questions raised at the last meeting. Thirty-three LA County employees were enrolled in the program, 20 (61%) dropped or failed, 6 (18%) completed on time, a total of 13 (39%) successfully completed the program, and 12 of these passed the NCLEX-RN. Of those who obtained their RN license, 7 were hired by DHS and 1 by the Sheriff's Department. The other 4 left LA County employment. One student that failed the program passed the LVN licensing exam.</p> <p>M. Ibrahim researched this cohort's score on the pre-entrance exam and found that 89% scored below threshold on the reading comprehension component and 67% scored below on reading vocabulary. Only 11% passed all sections of the exam.</p> <p>CONAH and the WDP made several changes based on these outcomes:</p> <ul style="list-style-type: none"> <li>- SON faculty participated in student screening and selection</li> <li>- WDP offered math, English, and test preparation classes</li> <li>- WDP increased student support services including tutoring, counseling, and life coach</li> </ul> <p>Current WDP, advanced placement LVN to RN cohorts are demonstrating academic success equivalent to students in the regular program.</p> <p>Dr Berne expressed concern regarding ability to hire these employees in consideration of the DHS hiring freeze. V. Branchick explained that there is no freeze for nursing however, there are no vacant, budgeted, RN items. I. Recendez stated that 31 Network Student Nurse Workers have passed the NCLEX-RN but she does not have the budgeted RN items to hire them. V. Branchick explained that this impacts the SON Tuition Agreement Contract (TAC).</p> <p>3. <u>Student Learning Outcomes (SLO)</u> – M. Ibrahim distributed and reviewed an example SLO for the SON Course N233, which is a third semester, Medical-Surgical theory course. She explained that section 1 is standardized for each course, section 2 is the method of assessment and student data for the course, and section 3 includes the faculty evaluation of findings and plans and timelines for improvement.</p> <p>4. <u>Allied Health</u> – D. DeHart reported that the Allied Health Director bulletin and description of functions have been completed. Opening of the exam is pending Human Resources completion of</p>	<p>2. M. Ibrahim will continue to track and report</p> <p>3. Information</p> <p>4. D. DeHart will report ongoing progress at next meeting.</p>	<p>2. M. Ibrahim</p> <p>3. None</p> <p>4. D. DeHart</p>

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	<p>the interview questions for banding (screening) and selection. One candidate has applied but does not have a bachelor's degree.</p> <p>5. <u>Information Technology Support and College Information Systems</u> – M. Caballero reported on the status of the prioritized Project Initiation Request (PIR), which was reviewed at the February meeting.</p> <p>Priority projects recommended for implementation by 7/09:</p> <ul style="list-style-type: none"> <li>- CAMS – M. Caballero contacted vendor to implement system</li> <li>- Class Climate</li> <li>- CONAH Internet and Intranet - New Webmaster completed updates to Internet "look and feel" and presented draft revisions to the College Operations Committee. Members are reviewing the content for each page and will submit recommendations by next week. Faculty are in the process of reviewing and updating their credentialing information.</li> </ul> <p>The DHS CNO, IT and CONAH Administration agreed that the other ACCJC technology concerns will be addressed as follows:</p> <p>The College Budget Request for 2010-2011 will include funding for:</p> <ul style="list-style-type: none"> <li>- Senior Information Systems Analyst for ongoing IT support</li> <li>- CAMS migration to web-based Enterprise CAMS.</li> </ul> <p>The Automated Library card catalog system is on hold pending funding</p> <p>Implementation of the Learning Management System (LMS) is also on hold pending Human Resources readiness to implement</p>	<p>5. M. Caballero will report ongoing progress at next meeting</p>	<p>5. M. Caballero</p>
EXTENDED CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<p>1. <u>LA Care Grant Status Report and Transition Proposal</u> – J. Anderson reported that M. Bedroni, BRN Senior Nurse Education Consultant reported to the BRN Education and Licensing Committee on her 4/9/09 return site visit to the OVMC satellite campus. The committee recommended deferring approval of the satellite campus until their August meeting pending correction of deficiencies related to the Skill and Computer Labs. The site visit follow-up Tasks and Accountabilities are included in meeting materials. OVMC has been unable to meet the BRN requirements for space allocation.</p> <p>The DHS Chief Operations Officer (COO), CNO, OVMC and CONAH Administration met regarding ability to meet grant and regulatory requirements. At the request of the DHS COO and CNO, the College drafted a project Status Report, which is included in the meeting materials. J. Anderson reviewed the Status Report, which includes the College accreditation background, the history of the grant, faculty and staff hiring, regulatory approval status, academic preparations, student enrollment, status of space, equipment and supplies, and future plans.</p> <p>V. Branchick reported that J. Schunhoff, DHS CEO, and C. Meyer, DHS COO, met with LA Care Grant Management and agreed that the grant-funded satellite campus should be discontinued since the DHS is unable to meet the BRN skills lab/classroom space requirements. V. Branchick stated that LA Care is disappointed but will not ask for return of the grant funds; there is \$2.4 million remaining in unspent grant funds. CONAH drafted a contingency proposal for uses of the remaining grant funds should DHS determine that ongoing support of the campus is not feasible. This document was also included in meeting materials and reviewed.</p> <p>DHS is drafting a formal communication to LA Care and Board of Supervisors notification is</p>	<p>1. Will report on status at November meeting</p>	<p>1. J. Anderson</p>

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	<p>pending. The BRN will be formally notified after BOS notification.</p> <p>2. <u>Distance Learning</u> – J. Anderson reported that the College worked with the WDP, with two days notice, to submit a proposal for \$200,000 to support distance learning. The purpose of the project was to transmit theory classes between OVMC and the main campus. WDP and SEIU modified the goal to be in support of all DHS facilities. The vendor identified by the County could not provide equipment that met the project's specifications. The goal has been narrowed, the vendor specifications are being revised, and the project will be resubmitted for bid. The project team is scheduled to meet again in early September.</p> <p>Members discussed the problems with Distance Learning, which is currently very popular. These issues include student need for self discipline, faculty requirements for supervision, IT support, increased equipment and support costs without commensurate reduction in faculty salaries, and implementation problems such as communication delays/interruptions.</p>	<p>2. Will report on status at meeting</p>	<p>2. J. Anderson</p>																																																												
NCLEX-RN PASS RATE	The National Council License Exam – Registered Nurse (NCLEX-RN) first time pass rate will be presented at the November meeting.	Information	N. Miller																																																												
RECRUITMENT STATUS	<p>1. <u>Fall 2009 Enrollment and Demographics</u> – M. Caballero reported that the enrollment goal for incoming 1<sup>st</sup> semester, 2-year basic program students decreased from 60 in Spring semester to 50 for Fall semester due to number of available faculty. 188 files were reviewed and 186 applicants were eligible, with the majority of applicants having GPAs of 3.25 and above. The point system cutoff score was increased from 70 to 76 points. 88 students were accepted and 49 enrolled, which is a 56% acceptance yield and 98% capacity yield. The majority of those who did not enroll went to BSN programs.</p> <p>SON New 2-Year RN Student Demographics</p> <table><tr><th>Demographics</th><th>CONAH New Students (49)</th><th>LA County (population)</th><th>State (RN programs)</th><th>National (RN programs)</th></tr><tr><td>Female</td><td>63%</td><td>51%</td><td>83%</td><td></td></tr><tr><td>Male</td><td>37%</td><td>49%</td><td>17%</td><td></td></tr><tr><td colspan="5">Ethnicity</td></tr><tr><td>Minorities</td><td>75%</td><td>69%</td><td>54%</td><td>18%</td></tr><tr><td>Caucasian</td><td>25%</td><td>29%</td><td></td><td></td></tr><tr><td>Black</td><td>10%</td><td>9.5%</td><td></td><td></td></tr><tr><td>Hispanic</td><td>35%</td><td>47%</td><td></td><td></td></tr><tr><td>N. American</td><td>0%</td><td>1%</td><td></td><td></td></tr><tr><td>Asian</td><td>20%</td><td>13.5%</td><td></td><td></td></tr><tr><td>Filipino</td><td>10%</td><td></td><td></td><td></td></tr><tr><td>Undeclared</td><td>0%</td><td></td><td></td><td></td></tr></table> <p>M. Caballero also distributed and reviewed the Summer/Fall 2009 Program enrollment summary. The total SON student body is 335 with 84 scheduled to graduate in December.</p> <p>2. <u>Spring 2010 Projections</u></p> <p>3. <u>DHS Hiring Process</u></p>	Demographics	CONAH New Students (49)	LA County (population)	State (RN programs)	National (RN programs)	Female	63%	51%	83%		Male	37%	49%	17%		Ethnicity					Minorities	75%	69%	54%	18%	Caucasian	25%	29%			Black	10%	9.5%			Hispanic	35%	47%			N. American	0%	1%			Asian	20%	13.5%			Filipino	10%				Undeclared	0%				<p>1. M. Caballero will present the demographics for the total student body at the November meeting</p> <p>2. Will be presented at the November meeting</p>	<p>1. M. Caballero</p> <p>2. M. Caballero</p>
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<b>TUITION AGREEMENT CONTRACT</b>	D. DeHart reported that the background, situation, and possible remedies were discussed at the May meeting. The four-month grace period is not being met; the Medical Center hired only two graduates from the class that graduated in December. The Medical Center Nurse Recruitment Office has twelve SON December graduates listed as still pending hire. Their grace period has been extended twice, first to July and then to December. D. DeHart, V. Branchick, and Contracts and Grants will meet regarding TAC and hiring options.	D. DeHart will report on status at the November meeting	D. DeHart
<b>NEW BUSINESS</b>			
<b>BOARD OF TRUSTEES POLICIES</b>	Policies #120: Meetings and #510: New Member Orientation are due for triennial review and update and included in this meeting materials. Members reviewed and determined that no revisions are necessary.	Approved. N. Miller will change dates and post on Website.	N. Miller
<b>SELF APPRAISAL</b>	The member Self Appraisal is conducted every two years per the Membership Agreement and Code of Ethics. It was last done in September 2006 using a new format and baseline findings were reported in November of that year.	Complete Self-Appraisal form and email or bring to next meeting. N. Miller will forward electronic form to members.	Members N. Miller
<b>OFF AGENDA ITEMS</b>	1. <u>Francisco Bravo High School</u> – R.M. Hernandez inquired about the status of Bravo as a health care program preparation school. M.T. Flores stated that Bravo is still a “feeder” program and that it is bringing back the Certified Nurse Attendant Program. 2. <u>East LA Community College</u> – E. Moreno asked about where SON students are getting their General Education units. M. Caballero reported that the WDP contracted with LA Valley to hold classes at the College. V. Branchick will talk with D. Factor, Director WDP about working with ELAC as well as LA Valley.	1. Information 2. As stated	
<b>NEXT MEETING</b>	November 20, 2009 8:00 to 10:00 p.m. College of Nursing and Allied Health Tower Hall, Room 105	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)  
Vivian Branchick

Prepared by: (Signature on file)  
Nancy Miller